

**MULVANE CITY COUNCIL
REGULAR MEETING MINUTES**

December 1, 2025

6:00 p.m.

The Mulvane City Council convened at the City Building at 211 N. Second at 6:00 p.m. Presiding was Mayor, Brent Allen, who called the meeting to order.

COUNCIL MEMBERS PRESENT: Trish Gerber, Kurtis Westfall, Tim Huntley, Todd Leeds, Grant Leach.

OTHERS PRESENT: Austin St. John, Debbie Parker, J. T. Klaus, Chris Young, Kaylie Mistretta, Jacob Coy, Rachael Blackwell, Terry Lane, Kenly Zehring, Malissa Long, Scott Nelson, Jeanette Moore, Pete Swart, Nick Ryan.

PLEDGE OF ALLEGIANCE: All stood for the Pledge of Allegiance led by Mayor Allen.

APPROVAL OF REGULAR MEETING MINUTES:

MOTION by Leach, second by Huntley to approve the Regular meeting minutes dated November 17, 2025.

MOTION approved unanimously.

CORRESPONDENCE: Councilmember Leeds advised that there was a large limb or tree down in Sunset Park. The Public Works Department will check it.

PUBLIC COMMENTS: Terry Lane inquired about the MCF asking for a \$25,000 subsidy. The City has given them \$100,000 over the past few years and he felt like there should be more information provided before continuing the funding.

APPOINTMENTS, AWARDS AND CITATIONS: None

OLD BUSINESS

None

NEW BUSINESS

1. Property Fraud and Notary Fraud Alert Presentation:

Sedgwick County Register of Deeds Chief Deputy, Kenly Zehring, shared information about their free Property Fraud Alert and Notary Fraud Alert services. These programs are valuable tools to help residents protect themselves against fraudulent activity. Zehring would like to raise awareness and increase participation in these programs.

The Property Fraud Alert is an online subscription service offered to the public that allows them to have their name monitored within the Recorder's office in order to track possible fraudulent recordings that affect their property. This is a free service for Sedgwick County residents.

The Notary Fraud Alert is an online subscription service offered to all public notaries, enabling them to monitor their notary name to detect potentially fraudulent recordings made in their name or under their seal.

Although these programs do not prevent fraud from happening, it provides an early warning system for individuals to take appropriate action should they determine possible fraudulent activity has taken place. If individuals need assistance to sign up for these programs, they may contact the Sedgwick County Register of Deeds office.

2. Mulvane Community Foundation Subsidy Request:

Mulvane Community Foundation (MCF) Director, Malissa Long, reviewed this item with the council. The MCF would like to request a \$25,000 subsidy to help fund a part-time director for 2026. The MCF will continue to work towards becoming independently sustainable in the future.

The MCF assists with authorized pass-through funds for many community events and activities. In addition to community events, the foundation enhances the quality of life for citizens in many other ways. Long reviewed some of the events and programs the MCF is involved in.

The council asked how close they were to becoming financially stable. MCF Board Member, Scott Nelson, advised that the goal for 2026 is to set up an endowment for any donations coming in, and to set up the framework on where to direct those funds. To help promote the need for donations, mailers are sent out twice a year. The MCF also receives donations from regular donors for specific funds they wish to support.

MOTION by Huntley, second by Leeds to approve the Mulvane Community Foundation request for funds in the amount of \$25,000 for 2026.

MOTION approved unanimously.

3. Section 5310 Subaward Agreement:

Senior Center Director, Kaylie Mistretta, reviewed this item with the council. The Subrecipient Grant Agreement between the City of Wichita – Transit Department and City of Mulvane for Section 5310 is required for the Mulvane Community Area Transit (MCAT). The grant is funded through the Federal Transit Administration for a Federal Award of \$40,000. The Scope of Services and Subrecipient responsibilities are outlined in the agreement.

The agreement requires the City to provide up to \$40,000 in matching funds and follow federal compliance requirements and record keeping with strict deadlines.

MOTION by Leach, second by Leeds to approve the Subrecipient Grant Agreement between the City of Wichita – Transit Department and City of Mulvane accepting the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funding through the Federal Transit Administration for a Federal Award of \$40,000.

MOTION approved unanimously.

4. Sports Complex Playground Renovations:

Public Works/Utility Director, Jacob Coy, reviewed this item with the council. As part of the City's Park Improvement Program, staff requested proposals from five (5) companies for a full playground renovation at the Mulvane Sports Complex. Each vendor was asked to submit designs and pricing for a new playground with a safety surface that would best fit the available space. Proposals were received from three (3) vendors:

Actively Play – “Karoo Custom” - \$116,000
Playground Boss – “Power Play” - \$125,365
Pro Playground – “Karoo Lookout” - \$116,999

Staff provided large display boards with each available option and asked the students at the Munson Primary and Mulvane Grade School to vote for their favorite design. The students overwhelmingly picked the Actively Play “Karoo Custom” design.

Funds for this project will come from the Special Parks Fund, which is supported by the City’s share of alcohol sales tax revenues. No general fund dollars will be used for this project.

MOTION by Gerber, second by Westfall to award the Mulvane Sports Complex playground renovation project to Actively Play for the Karoo Custom playground design, in the amount of \$116,000, to be funded through the Special Parks Fund.

MOTION approved unanimously.

5. Set Public Hearing to Amend the 2025 Budget:

Finance Director, Rachael Blackwell, reviewed this item with the council. The City will need to amend the 2025 budget. If actual expenditures of a fund exceed the adopted budget amount, an amendment is necessary to keep in accordance with the Kansas Cash Basis Law. The amendment to the budget must be done prior to the end of the calendar year and must include a public hearing. Any additional expenditures are to be made from existing revenue and cannot require additional tax levies.

The City needs to amend the 2025 budget for the following reasons:

Sr. Center Fund - Due to receiving the transportation vehicle earlier than expected it was not budgeted for FY25. This fund is over budget for the year and will require additional money transferred from the general fund.

Swimming Pool Fund - The expenses exceeded what was budgeted for FY25. The main reason for the fund going over budget is from the salaries. The council approved a pay increase for pool employees in FY24. Due to this increase, actual salaries for FY25 exceeded what was budgeted.

Special Parks Fund - The expenses will exceed what was budgeted for FY25. This will be because of the Sports Complex Playground Improvements. There is cash available to spend in this fund.

MOTION by Leeds, second by Leach to set a public hearing to amend the 2025 City of Mulvane Budget for Monday, December 15, 2025, at 6:00 p.m. at Mulvane City Hall.

MOTION approved unanimously.

6. Transfer of Funds - Promissory Note:

Finance Director, Rachael Blackwell, reviewed this item with the council. The 2025 budget included a transfer from the electric department to the general fund in the amount of \$550,000. This was to help maintain a consistent mill levy as we navigate through the property tax refunds to the Casino. It was suggested to have a loan agreement outlining the transfer.

Funds will be paid back to the Electric Fund in later years. The exact amount of the transfer will not be known until the end of the year. If the entire \$550,000 is not needed, the transfer will be reduced accordingly.

The City Attorney has drafted a Promissory Note for the interfund loan to allow a transfer of up to \$550,000.

MOTION by Gerber, second by Westfall to approve the budgeted transfer from the Electric Fund to the General Fund in the amount up to \$550,000 and authorization for the Mayor to sign the promissory note.

MOTION approved unanimously.

7. Employee COLA:

City Administrator, Austin St. John, reviewed this item with the council. The City budgeted a 3.5% COLA increase for employees in 2026. Payroll is approximately 21% of the city budget. St. John provided the COLA history for city employees with the council. A COLA provides an increase to those employees who may be “topped out” on the pay scale. The Bureau of Labor Statistics showed an increase of 2.8% through August 2025, and the Social Security Administration is implementing an increase of 2.8%. In most years, the council has provided a COLA close to the current CPI. The council can decide if they wish to grant a COLA to employees in 2026 and if so, what percentage.

MOTION by Huntley, second by Westfall to grant a 3% COLA to employees effective January 2026.

MOTION approved unanimously.

8. Employee Handbook Update:

City Administrator, Austin St. John, reviewed this item with the council. The employee handbook is updated periodically to stay in compliance with changing laws and city procedures. Staff have completed a comprehensive review of the January 2024 Edition of the Employee Handbook. St. John reviewed the recommended revisions with the council and answered questions. Adoption of the revised handbook will provide clearer administrative guidelines and reinforce consistent application of City policies. If no further changes are requested, the updated January 2026 version is ready for adoption.

MOTION by Huntley, second by Leach the City Council approve the recommended revisions to the Employee Handbook as presented and approve Resolution 2025-11 replacing the City’s Employee Handbook with a Manual Entitled “City of Mulvane, Employee Handbook, January 2026 Edition.”

MOTION approved unanimously.

RESOLUTION 2025-11

A RESOLUTION REPLACING THE CITY’S EMPLOYMENT HANDBOOK WITH A MANUAL ENTITLED, “CITY OF MULVANE, EMPLOYEE HANDBOOK, JANUARY 2026 EDITION.”

ENGINEER

1. Main “A” Sanitary Sewer Phase 3 Change Order #4 – Apex Excavating:

Due to changes in the final as-built material quantities for Main “A” Sanitary Sewer Phase 3, the Contractor has submitted a change order for a deduct of \$10,657.44.

MOTION by Gerber, second by Westfall to approve Change Order No. 4 with Apex Excavating, LLC in the deduct amount of \$10,657.44 and authorize the City Administrator to sign.
MOTION approved unanimously.

2. Project Review and Update:

Main “A” Sanitary Sewer Improvements Phase 3 – The City is reviewing a plan to address a low pavement area left after Apex’s full width replacement of 3rd Ave. All other punch-list items have been completed.

Main “A” Sanitary Sewer Improvements Phase 4 – Sanitary Sewer installations along Charles St. have been completed to English St. Preliminary work has begun on the K-15 crossing. Temporary backfill has been installed to accommodate for holiday traffic.

Emerald Valley Estates 2nd Addition – McCullough Excavation advised work has been completed and is waiting on a field observation to check the work.

English Park Pedestrian Bridge – The Contractor has completed site grading for the bridge including adjacent storm sewer inlet and pipe.

Water Distribution System Study – A preliminary draft of the study has been completed and sent to Public Works and Fire Dept. for review.

CITY STAFF

City Clerk: None

City Administrator: Reminded the council of the City Christmas Party.

City Attorney: City Attorney, J.T. Klaus, advised that most people don’t realize that blowing their leaves off their yard and driveways into the city street is actually an illegal activity. This clogs up the storm sewer drains, which can cause flooding issues. Leaves should be bagged up.

CONSENT AGENDA ITEMS:

MOTION by Leach, second by Gerber to approve consent agenda items 1-7.

1. Payroll Dated 11/21/25 - \$271,391.74
2. City Utility Bills for October - \$15,652.17
3. Emerald Valley 2nd Addn. – Pay Appl. #7 – McCullough Excavation - \$1,193.40
4. Main “A” Sanitary Sewer Phase 3 – Pay Appl. #4 – Apex Excavating -\$479,035.24
5. Purchase of 10 Single Phase Pole Mount Transformers from Midwest Electric - \$26,018.30
6. Liquor License for R and R Kansas, LLC
7. CMB License for Dollar General

MOTION approved unanimously.

ANNOUNCEMENTS, MEETINGS, AND NEXT AGENDA ITEMS:

Employee Christmas Party – Friday, December 12, 2025 – 6:30 p.m. at the Kansas Star Casino.

Next City Council Meeting – Monday, December 15, 2025 – 6:00 p.m.

ADJOURNMENT:

MOTION by Gerber, second by Westfall to adjourn the regular meeting of the Mulvane City Council.

MOTION approved unanimously at 7:00 p.m.

Minutes by:

Debra M. Parker

Debra M. Parker, City Clerk

Minutes approved by the City Council 12/15/25.